



E-Orientation Agenda

Course Title: Online New Employee Orientation (NEO)

Course Length: 3 hours (estimated)

Goals/Objectives:

- Welcome new employees to our goal driven/performance oriented-customer focused workforce.
- Celebrate new employees' commitment to public service.
- Complete appropriate new hire paperwork

Facilitator: State Personnel Department (SPD)

ITEM

Review Online Orientation Quick Step Guide- Will detail instructions on how to locate NEO and navigate through the course.

Enrollment

NEO Course Table of Contents

1. New Employee Orientation Paperwork Packet (assignment)
 2. Our Employee Culture (video), Employment Paperwork & the Onboarding Experience (CBT)
 3. Benefits (CBT) **Only for benefit eligible employees*
 4. State Policy / Performance Mgmt Overview (CBT) **Only for full-time/part-time employees*
 5. Employee Handbook Acknowledgment (assignment) **Only for full-time/part-time employees*
 6. College Choice 529 (CBT)
 7. Hoosier Start (CBT) **Only for full-time/part-time employees*
 8. INPRS (Video) **Only for full-time/part-time employees*
 9. Required Online Training Overview (CBT)
- Onboarding survey evaluations will be sent out at 30, 60, 90 day increments. Don't forget to update your preferred email account. For more information please visit the Onboarding website at www.in.gov/spd/onboarding
 - As a new employee you are required to complete Ethics, IRUA, and Sexual Harassment Prevention Training within the first 2 weeks of employment.

Questions? If you have any questions during this course you can contact SPDTRAINING@spd.in.gov or your assigned HR representative.